



## OFFICE MEMORANDUM

**DATE:** March 27, 1995

**TO:** District Engineers  
District Field Engineers  
District Construction Engineers  
Resident/Project Engineers

**FROM:** Robert A. Welke  
Deputy Director  
Bureau of Highways

**SUBJECT:** Construction Circular Letter 1995-2  
Weekly Employment and O.J.T. Report, form 1199 (N12/94)

We are providing detailed instructions for completing the attached Weekly Employment and O.J.T. Report, form 1199 (N12/94), to facilitate all our Prequalified Contractors and Disadvantaged Business Enterprises.

Your timely submission of this report to Resident/Project Engineers on all required State and Federally funded projects will be appreciated. Please also refer to Construction Circular Letter 1994-4, dated December 13, 1994, on the subject matter.

Deputy Director

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attachment

BH:CD:PFM:GCT:srh

cc:	R. Welke	C. Roberts	MRBA
	L. Kinney	D. VanDenBerg	MCA
	G. Taylor	J. Brown	MCPA
	P. Isom	L. Hawkins	AUC
	J. O'Doherty	B. Hayes	DBE Contractors
	C. Arnold	FHWA	Prequalified Contractors
	Construction Staff Engineers/Technicians		

Subject Index: EEO/OJT Program  
Cross Reference Forms